

Enhanced Notification Program



PLANNING COMMISSION AND CITY COUNCIL APPROVAL PROCESS						DEVELOPMENT REVIEW BOARD PROCESS	BOARD OF ADJUSTMENT PROCESS	RESPONSIBLE PARTY
	Major and Minor General Plan Amendment	Zoning Change / Amendment (includes site plan and stip changes)	Zoning Text Amendment	Conditional Use Permit (includes municipal use master site plan)	Abandonment	Site Plan, Prelim. Plat, Building Elevation	Variance	
Pre-Application								
City Web Site	yes	yes	yes	yes	yes	yes	yes	City
Citizen Review Plan	no	required	required	no	no	no	no	Applicant
Project Under Consideration' Sign	no	4'x4'	4'x4'	no	no	no	no	Applicant
Project Information Letter/Postcard	no	750'	750'	no	no	no	no	Applicant
Neighborhood Meeting/s---staff attendance optional	If req'd by staff	1 minimum	1 minimum	no	no	no	no	Applicant
Citizen Review Report	no	required	required	no	no	no	no	Applicant
Neighborhood Involvement Plan	required	no	no	required	required	optional	optional	Applicant
Formal Application								
Keeping You Informed' postcard (10-14 days after submittal)	750'	750'	750'	300'	300'	300'	300'	City
Notice of Public Hearing' Sign	4'x4'	4'x4'	4'x4'	4'x4'	2'x3'	2'x3'	2'x3'	City/Applicant
Newspaper Ad for public hearing	yes	yes	yes	yes	yes	no	yes	City
Cityweb public hearing info	yes	yes	yes	yes	yes	yes	yes	City
Posting of Agendas (on-line & at 10 public places)	yes	yes	yes	yes	yes	yes	yes	City
Planning Commission Hearing Info Postcard (3 wks prior)	750'	750'	750'	300'	300'	n/a	n/a	City
City Council Hearing Info Postcard (3 wks prior)	750'	750'	750'	300'	300'	n/a	n/a	City
Other legal requirements (certain projects)	see statutory requirements	see statutory requirements	see statutory requirements	n/a	n/a	n/a	n/a	City

Effective January 31, 2003

Note: BOLD blue print = new requirements. Regular print = current requirements. Highlighted sections = legal requirements